

## **BAY COUNTY BOARD OF COMMISSIONERS**

**DECEMBER 15, 2015**

THE BAY COUNTY BOARD OF COMMISSIONERS MET FOR A SPECIAL SESSION ON TUESDAY, DECEMBER 15, 2015, IN THE FOURTH FLOOR COMMISSION CHAMBERS OF THE BAY COUNTY BUILDING. THE MEETING WAS CALLED TO ORDER BY VICE CHAIRMAN DONALD J. TILLEY AT 4:20 P.M. WITH THE FOLLOWING MEMBERS AND GUESTS PRESENT.

ROLL CALL: COMMISSIONERS MICHAEL DURANCZYK, VAUGHN BEGICK, KIM COONAN, THOMAS HEREK, MICHAEL LUTZ, VICE CHAIRMAN DONALD J. TILLEY

EXCUSED: COMMISSIONER ERNIE KRYGIER

OTHER MEMBERS: CYNTHIA A. LUCZAK, BAY COUNTY CLERK  
ROBERT J. REDMOND, FINANCIAL ANALYST  
DEANNE C. BERGER, BOARD COORDINATOR

ALSO PRESENT: TIM QUINN, PERSONNEL DIRECTOR  
DEBRA RUSSELL, ADMINISTRATIVE SERVICES DIRECTOR  
CRYSTAL HEBERT, FINANCE OFFICER  
AMBER DAVIS-JOHNSON, CORPORATION COUNSEL  
CRISTEN GIGNAC, RECREATION & FACILITIES DIRECTOR  
KIM PRIESSNITZ, FINANCE DEPARTMENT  
BRANDON KRAUSE, REGISTER OF DEEDS  
JOHN TORRES, DEPUTY COURT ADMINISTRATOR  
VARIOUS ELECTED OFFICIALS  
VARIOUS DEPARTMENT HEADS  
NEWS MEDIA

VICE CHAIRMAN TILLEY ASKED FOR A MOMENT OF SILENCE AFTER THE INVOCATION FOR RONALD DAVID ROBBINS, BEAVER TOWNSHIP SUPERVISOR, WHO RECENTLY PASSED.

INVOCATION: THE INVOCATION WAS GIVEN BY THE BAY COUNTY CLERK, CYNTHIA A. LUCZAK.

PLEDGE OF ALLEGIANCE:

**CITIZENS INPUT**



THERE WAS NO CITIZEN INPUT.

**ITEMS FOR CONSIDERATION**

RES. 2015-278: COMM. LUTZ MOVED TO ADOPT RES. 2015-278 CONCURRING TO POST/ADVERTISE/FILL THE FOLLOWING VACANCIES WITH MONIES FOR SAID POSITIONS TO COME FROM THE RESPECTIVE DEPARTMENTAL BUDGETS:

1. PROSECUTOR - LEGAL SECRETARY
2. HEALTH DEPARTMENT
  - A. ACCOUNT CLERK IN THE MATERNAL INFANT HEALTH CARE PROGRAM & CHILDREN'S SPECIAL HEALTH CARE PROGRAM
  - B. LABORATORY TECHNICIAN

FURTHER, THAT BUDGET ADJUSTMENTS, IF REQUIRED, ARE APPROVED AND IT IS UNDERSTOOD THAT ANY POSITIONS FUNDED THROUGH A GRANT SHALL BE TERMINATED OR HOURS REDUCED IF GRANT FUNDING IS TERMINATED OR REDUCED. IT WAS SUPPORTED BY COMM. HEREK AND PASSED BY A VOICE VOTE OF: 6 YEAS, 0 NAYS, 1 EXCUSED - KRYGIER.

NOTE: ORIGINALLY ON THE AGENDA, RES. 2015-278 INCLUDED A POSITION FOR THE COUNTY CLERK'S OFFICE FOR A CLERK TYPIST II. IT WAS NUMBER (3) ON THE RESOLUTION. RES. 2015-278 WAS REPLACED, ELIMINATING THE COUNTY CLERK TYPIST II POSITION AT 4:20 P.M. AT THE BEGINNING OF THE SPECIAL BOARD MEETING. ADDITIONS TO THE BOARD AGENDA INCLUDED RES. 2015-281, TYPIST CLERK II (TU06), FOR THE COUNTY CLERK'S OFFICE, IN A SEPARATE RESOLUTION.

RES. 2015-279: COMM. LUTZ MOVED TO ADOPT RES. 2015-279 APPROVING THE PROPOSED OUTLINED CHANGES AND RE-ORGANIZATION OF THE DIVISION ON AGING MANAGEMENT STAFF TO HELP INCREASE ACCOUNTABILITY; MEET PROGRAMMATIC REQUIREMENTS; MORE EVENLY DISTRIBUTE WORKLOAD; AND FULLY FOSTER COLLABORATION. THE FOLLOWING CHANGES ARE PROPOSED:

- REALIGN OVERSIGHT OF THE STAFF, VOLUNTEERS AND PROGRAMMING AT THE (5) SENIOR/ACTIVITY CENTERS AND ALLOW A MORE CENTRALIZED APPROACH TO PROVIDE A CONSISTENT STANDARD OF MANAGEMENT ACROSS SENIOR/ACTIVITY CENTERS IN BAY COUNTY. TO ACCOMPLISH THIS, A PROGRAM/EVENT MANAGER (MB08) POSITION



WHICH WILL BE RESPONSIBLE FOR THE OVERSIGHT OF SAID ACTIVITIES WILL BE CREATED.

- CREATE AND STAFF A SENIOR PROGRAMS COORDINATOR (PB06) POSITION THAT WILL HELP TO MEET THE GROWING DEMANDS FOR COORDINATION OF HEALTH, WELLNESS AND OTHER RELATED SERVICES; TO WRITE GRANTS AND TO ASSIST THE PROGRAM/EVENT MANAGER BY DEVELOPMENT FURTHER PROGRAMMING.
- ALIGN THE HOME BASED SERVICES INTO A SINGLE AND COHESIVE UNIT, THE IN-HOME SERVICES DEPARTMENT. THIS DEPARTMENT WILL BE SUPERVISED BY TWO MANAGERS (MB08) SO THAT PROPER DAY TO DAY OVERSIGHT OF CASE MANAGEMENT OF CLIENTS, PERSONAL CARE AND HOME MAKING SERVICES IS ACCOMPLISHED IN A SYSTEMATIC, COORDINATED MANNER. ADDITIONALLY, IT IS PROPOSED TO HIRE A PART-TIME CASE WORKER (PB05), TO MEET THE GROWING DEMAND OF CLIENTS NEEDING CASE MANAGEMENT SERVICES AND TO HELP BALANCE WORKLOADS.

**RECLASSIFICATION:**

FROM: VOLUNTEER COORDINATOR (PB05, 3 YEAR) \$42,556.80

TO: PROGRAM/EVENT MANAGER (MB08, ENTRY) \$44,220.80

FROM: SENIOR SERVICES COORDINATOR (MB07, 4 YEAR) \$45,926.40

TO: SENIOR PROGRAMS COORDINATOR (PB06, 3 YEAR) \$46,904.00

FROM: LBSW CASE MANAGEMENT WORKERS (PB05, 3 YEAR) \$42,556.80

TO: IN-HOME SERVICES MANAGER(S) (MB08, ENTRY) \$44,220.80

**NEW POSITION:**

NEW PART-TIME POSITION

PART-TIME CASE MANAGEMENT WORKER (BT05, HIRE) (\$17.92 TO \$20.46)

THE CHANGES PROPOSED WOULD ADD AN ADDITIONAL \$31,621.00 TO THE DIVISION ON AGING BUDGET WHICH WOULD BE SUPPORTED THROUGH THE SENIOR MILLAGE. NO GENERAL FUND DOLLARS WILL BE NECESSARY.

FURTHER, TO APPROVE THE PROPOSED OUTLINED CHANGES ABOVE AND TO AUTHORIZE POSTING/FILLING THE NEW PART TIME POSITION. FINALLY, THAT BUDGET ADJUSTMENTS REQUIRED ARE APPROVED. IT WAS SUPPORTED BY COMM. HEREK AND CARRIED BY A VOICE VOTE OF: 4 YEAS, 2 NAYS - LUTZ, DURANCZYK, 1 EXCUSED - KRYGIER.

RES. 2015-280: COMM. LUTZ MOVED TO ADOPT RES. 2015-280 TO FORMALLY RECEIVE AND CONCUR WITH THE COUNTY EXECUTIVE'S PRIOR



APPOINTMENTS OF JIM LILLO AND JAMES MARTER, CURRENTLY SERVING ON THE 401(K) COMMITTEE, AND CONCUR WITH THE APPOINTMENT OF SHAWNA WALRAVEN, ASSISTANT CORPORATION COUNSEL, TO FILL THE CURRENT VACANCY ON THE COMMITTEE, AS EMPLOYEE-AT-LARGE THE SAID APPOINTMENTS WILL SERVE INDEFINITELY AT THE COUNTY EXECUTIVE'S PLEASURE. THERE IS NO FINANCIAL IMPACT IN THE RECEIPT AND CONCURRENCE OF THESE APPOINTMENTS. IT WAS SUPPORTED BY COMM. COONAN AND ADOPTED BY A VOICE VOTE OF: 6 YEAS, 0 NAYS, 1 EXCUSED - KRYGIER.

RES. 2015-281: COMM. LUTZ MOVED TO ADOPT RES. 2015-281 APPROVING THE HIRING OF ONE (1) ADDITIONAL FULL TIME USWA CLERK/TYPIST TU06 IN THE BAY COUNTY CLERK'S OFFICE, WITH MONIES TO FUND THIS POSITION TO COME FROM THE GENERAL FUND. FURTHER, ANY NECESSARY BUDGET ADJUSTMENTS PERTAINING TO THE ADDITION OF THIS POSITION IN THE CLERK'S OFFICE ARE APPROVED. IT WAS SUPPORTED BY COMM. HEREK AND PASSED BY A VOICE VOTE OF: 6 YEAS, 0 NAYS, 1 EXCUSED - KRYGIER.

RES. 2015-282: COMM. LUTZ MOVED TO ADOPT RES. 2015-282 TO RECEIVE, APPROVE, SIGN AND EXECUTE THE CURRENT COUNTY SECTION 125 PLAN DOCUMENT, WHICH ALLOWS THE COUNTY TO PROVIDE SOME BENEFITS TO EMPLOYEES WITH PRE-TAX DOLLARS, IN ORDER TO BE IN COMPLIANCE FOR 2015-2016. FLEX ADMINISTRATORS WAS APPROVED TO BE THE NEW VENDOR FOR COBRA, FLEXIBLE SPENDING AND SECTION 125 UPDATES FOR 2016 VIA RESOLUTION 2015-237, HOWEVER, AT THAT TIME NO AUTHORITY WAS SOUGHT OR GRANTED TO RECEIVE, APPROVE AND SIGN UPDATES TO THE SUMMARY PLAN DOCUMENT. THERE IS NO FINANCIAL IMPACT TO THE COUNTY IN RECEIVING, APPROVING AND SIGNING THE PLAN UPDATES. FURTHER, FOR THE BOARD CHAIR TO SIGN ANY SUBSEQUENT YEARLY UPDATES NECESSARY TO KEEP THE PLAN IN COMPLIANCE. IT WAS SUPPORTED BY COMM. COONAN AND CARRIED BY A VOICE VOTE OF: 6 YEAS, 0 NAYS, 1 EXCUSED - KRYGIER.

RES. 2015-283: COMM. DURANCZYK MOVED TO RECOGNIZE THE EFFORTS AND CONTRIBUTIONS OF RONALD DAVID ROBBINS, BEAVER TOWNSHIP SUPERVISOR AND OFFERS THIS RESOLUTION IN LOVING MEMORY OF HIM. THE LOSS OF RONALD DAVID ROBBINS WILL BE FELT NOT ONLY BY FAMILY AND FRIENDS, BUT BY HIS FORMER STAFF AND



RESIDENTS OF BEAVER TOWNSHIP. IT WAS SUPPORTED BY COMM. BEGICK FOR DISCUSSION.

B. KRAUSE: BRANDON KRAUSE, REGISTER OF DEEDS, SAID RONALD DAVID ROBBINS, BEAVER TOWNSHIP SUPERVISOR, WAS AN ASSET TO THE TOWNSHIP AND TO BAY COUNTY. MR. KRAUSE THEN READ RES. 2015-283 HONORING MR. ROBBINS.

IT WAS ADOPTED BY A VOICE VOTE OF: 6 YEAS, 0 NAYS, 1 EXCUSED - KRYGIER.

RES. 2015-284: COMM. COONAN MOVED TO APPROVE A BUDGET ADJUSTMENT UP TO \$350,000.00 FROM THE GENERAL FUND TO THIS YEAR'S COUNTY CHILD CARE FUND BUDGET (FAMILY FOSTER CARE BUDGET). THE CHILD CARE FUND FROM THE STATE OF MICHIGAN PROVIDES A 50% MATCH FOR EXPENDITURES INVOLVING THE PLACEMENT OF NEGLECT AND ABUSED CHILDREN IN CHILD PLACEMENT AGENCIES AND FOSTER HOMES; THE PLACEMENT OF DELINQUENT YOUTH IN THE BAY COUNTY JUVENILE HOME OR INSTITUTIONS FOR DELINQUENT; AND PROGRAMS AIMED AT WORKING WITH DELINQUENT YOUTH WHILE THE YOUTH REMAINS IN THEIR OWN HOMES. EACH FISCAL YEAR A BUDGET IS SUBMITTED TO THE STATE REQUESTING A SPECIFIC AMOUNT OF FUNDING FOR THE YEAR BEGINNING IN OCTOBER AND ENDING IN SEPTEMBER. HOWEVER, OCCASIONALLY THE AMOUNT REQUESTED FROM THE STATE DOES NOT MEET THE NEED AND A BUDGET ADJUSTMENT IS REQUIRED. IT WAS SUPPORTED BY COMM. HEREK FOR DISCUSSION.

J. TORRES: JOHN TORRES, DEPUTY COURT ADMINISTRATOR, EXPLAINED THE INCREASE OF \$350,000.00 TO THE CHILD CARE FUND BUDGET. HE SAID \$175,000.00 OF THAT WILL BE REIMBURSED BY THE STATE. THE BUDGET INCREASE IS DUE TO THE AMOUNT OF VOUCHERS AND REQUEST OF PAYMENTS FROM THE DEPARTMENT OF HEALTH AND HUMAN SERVICES. THE RATE OF AUTISM HAS CAUSED A HUGE STRAIN IN THE BUDGET FOR ABUSE & NEGLECT CHILDREN. ONCE THEY COME TO COURT AND THE COURT OVERSEES THEM, WE ARE REQUIRED TO PROVIDE FOR THEIR CARE AND IT IS QUITE COSTLY. WE ARE TRYING TO CLOSELY WATCH THESE CASES, HOWEVER, AT ANY TIME THE COURT MAY HAVE NO CHOICE BUT TO TAKE ON AN ABUSE & NEGLECT SITUATION. HE SAID JUDGE KEUVELAAR HAS BEEN WORKING TOGETHER WITH HIM TO HELP PARENTS WITH



AUTISTIC CHILDREN. LOOKING FOR WAYS TO PROVIDE GOOD QUALITY CARE FOR THESE CHILDREN AND TO COMBAT PROBLEMS SUCH AS, HELPING PARENTS GET CUSTODY BACK AND IF THAT IS NOT POSSIBLE, TO FIND THESE CHILDREN LOVING HOMES.

JOHN TORRES ANSWERED THE COMMISSIONER'S QUESTIONS AND ULTIMATELY RES. 2015-284 WAS PASSED BY A VOICE VOTE OF: 6 YEAS, 0 NAYS, 1 EXCUSED - KRYGIER.

**UNFINISHED BUSINESS**

THERE WAS NO UNFINISHED BUSINESS.

**NEW BUSINESS**

THERE WAS NO NEW BUSINESS.

**MISCELLANEOUS**

THERE WERE NO MISCELLANEOUS ITEMS.

**ANNOUNCEMENTS**

THERE WERE NO ANNOUNCEMENTS.

**CLOSED SESSION**

THERE WAS NO CLOSED SESSION REQUESTED.

**RECESS/ADJOURNMENT**

MOTION 88: COMM. DURANCZYK MOVED TO ADJOURN THE SPECIAL BOARD SESSION OF DECEMBER 15, 2015. IT WAS SUPPORTED BY COMM. HEREK. THE MEETING CONCLUDED AT 4:40 P.M. BY A VOICE VOTE OF: 6 YEAS, 0 NAYS, 1 EXCUSED - KRYGIER.

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DONALD TILLEY, VICE CHAIRMAN  
BOARD OF COMMISSIONERS

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CYNTHIA A. LUCZAK, COUNTY CLERK  
BOARD OF COMMISSIONERS